

De Anza College Student Accounts

Limited Engagement/Independent Contractor Agreement Pre-Authorization For DASG and De Anza Club Accounts

(To be submitted for approval prior to the LEA or ICA and Payment Authorization (PA))

Contractor Name: _____ Contractor Fee: _____
Description of Service: _____ Date of Service: _____
Student Acct. Name: _____ Account Number: _____

Authorization Signatures: (In signing, approval of expenditure is authorized)

| | Signature | Date |
|--------------------------------------|-----------|-------|
| Advisor/Budgeter: | _____ | _____ |
| Club Authorized Officer: | _____ | _____ |
| Administrator for the Program: | _____ | _____ |
| DASG Chair of Finance: | _____ | _____ |
| ICC Chair: | _____ | _____ |
| College Life Activities Coordinator: | _____ | _____ |
| Director of College Life: | _____ | _____ |
| Director, College Fiscal Services: | _____ | _____ |

Please see the district websites at the links below for requirements, instructions, forms, and more for Independent Contractor Agreement (ICA), Limited Engagement Agreement (LEA), and Payment Authorization (PA):

<https://purchasing.fhda.edu/contracts-and-forms/>

<https://business.fhda.edu/accounting/accounts-payable/independent-contractors.html>

<https://business.fhda.edu/finance-forms/index.html#ap-forms>

Note: Failure to receive pre-authorization could result in expenditure being denied.